

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SENIOR CONTRACT SPECIALIST

**CITY:** San Francisco

**JOB REQUISITION:** 2084

### DEPARTMENT STATEMENT

#### THE FINANCE DIVISION

The Finance Division provides an integrated program of budget planning, asset management, accounting, procurement, contract management, auditing, and trial court fiscal services for the judicial branch of California government. It also provides accurate and timely financial data to the legislative and executive branches and other constituents. The division comprises six units: Budget, Accounting, Business Services, Internal Audit, and Trial Court Fiscal Services. The primary function of the Business Services Unit is to professionally procure goods and services through the use of purchase orders and contracts.

In accordance with Senate Bill 1732 (Trial Court Facilities Act of 2002), the Judicial Council will represent the state in all negotiations with the counties regarding the disposition and transfer of trial court facilities from the counties to the State. In addition, this landmark legislation establishes an infrastructure and staff for this shift to take place over a period of three years starting July 1, 2004.

To support this groundbreaking initiative this newly established Senior Contract Specialist position will serve as a specialist who deals with facility-related contracting projects.

#### RESPONSIBILITIES

The Senior Contract Specialist will perform the full range of specialized work associated with contracting for services for the AOC as noted below.

- Developing and preparing Requests for Proposal (RFP), Requests for Information (RFI), Requests for Qualifications (RFQ) and other complicated bid documents;
- Facilitating bidders' conferences and bid walks;
- Drafting and awarding facility operations, maintenance, construction and/or renovation contracts in compliance with agency needs and procurement guidelines;
- Providing contract drafts for project managers' and legal staff's review;
- Negotiating price, terms, and conditions with vendors;
- Conducting training seminars for the AOC regarding evaluation techniques for RFPs, RFIs, and other solicitation documents;
- Researching questions for vendors on behalf of the branch when there are contract questions;
- Coordinating with judicial branch staff regarding contract management activities;
- Providing contract interpretations as required;
- Maintaining contract summary data in automated financial system (Oracle); and
- Performing other duties as assigned.

#### QUALIFICATIONS

Equivalent to a bachelor's degree with major course work in business administration or a closely related field **and** three years of professional purchasing experience with major emphasis on the drafting of contracts and complex bid documents. Additional qualifying experience may be substituted for the education on a year-for-year basis.

### **DESIRABLE QUALIFICATIONS**

Experience in drafting and negotiating legal terms and conditions for contracts. Knowledge and experience with procurement modules of automated financial systems and word processing software. Working knowledge of encumbrance accounting.

### **HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply immediately, this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Business Services", and search for Job Req. #2084, Senior Contract Specialist. This position requires the submission of our official application and response to the supplemental questions attached.

### **OR**

To obtain a printed application, please visit:  
Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

### **PAY AND BENEFITS**

**SALARY RANGE FOR POSITION:** \$5,850 - \$7,109 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
SENIOR CONTRACT SPECIALIST  
(Job Req. #2084)**

**Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review.**

**The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.**

**Your answers to *all* of the questions should be no longer than two pages in total. In each of your responses, please indicate for which employer you performed these functions.**

1. Briefly describe the scope and extent of your contract solicitation experience, including holding pre-bid meetings and bid walks, as it relates to your current position and/or the position where the majority of your contracting experience lies.
2. Briefly describe the scope and extent of your facilities-related contracting experience as it relates to your current position and/or the position where the majority of your contracting experience lies.
3. Describe your experience in writing procedures, developing training materials, and developing purchasing processes and policies for a diverse and complex organization.